

**REQUEST FOR PRELIMINARY DECISION:  
REAL ESTATE SALESPERSON OR BROKER**

Access this form via website at: [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec)

STATE OF HAWAII  
DEPARTMENT OF COMMERCE & CONSUMER AFFAIRS  
PROFESSIONAL & VOCATIONAL LICENSING DIVISION

Legal Name of Applicant (First, Middle):	(LAST)	For Official Use Only	
Residence Address (Include street address, apt. no., city, state & zip code):			
Mailing Address, if different from above (Include apt. no., city, state & zip code):			
Type of License Preparing for (check one):  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Salesperson   <input type="checkbox"/> Broker </div> <div> Social Security No.:   Daytime Telephone No.: </div> </div>			
Answer All Questions Below			
		<b>Yes</b>	<b>No</b>
1a) Have you ever applied for, been granted, or held a real estate license in Hawaii or any other state? If yes, what state, license type, and license number? _____			
b) Has an application for license or a real estate license ever been denied, suspended, fined, involuntarily terminated, revoked, or otherwise subject to disciplinary action?			
c) Have any complaints or charges ever been filed against you, regardless of outcome, with the licensing agency of any state?			
d) Have any charges of unlicensed activity ever been filed against you, regardless of outcome, with the licensing agency of any state?			
e) Are there any pending disciplinary actions against you?			
2. During the past 20 years have you ever been convicted of a crime where there has not been an order annulling or expunging the conviction?			
3. Are there any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you?			
4. Are you LESS than 18 years of age?			
5. Are you an alien WITHOUT authorization to work in the United States?			

Explain all "Yes" responses on a separate sheet with detailed information and supporting documents as described in the instructions.

**READ AND SIGN THE CERTIFICATION ON THE REVERSE SIDE**

Appl ..... 580 ..... \$25  
Service Fee ..... BCF ..... \$15



CERTIFICATION

I have read and understand §467-8, HRS. I understand that no license will be issued to any person who does not possess a reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.

I understand that this is NOT an application for license, this is a request for a preliminary decision to provide advisory guidance only and is not binding or subject to appeal. I understand that even if a preliminary decision is unfavorable to me, I may submit a complete license application and fees following successful completion of the precensing requirements. I understand that if a preliminary decision is favorable to me, I must still successfully complete the precensing requirements before applying for a license.

I understand that it is my responsibility to read the instructions thoroughly and to file a complete application, including required documents and fees. I hereby certify that the statements and answers on this application and accompanying documents are true and correct. I understand that any false or untrue statement or material misstatement of fact shall constitute grounds for refusal or subsequent revocation of license and is a misdemeanor under Hawaii law. (§§467-20 and 710-1017, HRS).

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Applicant's Signature

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Date



## INSTRUCTIONS

This is **NOT** an application for license. This is a request for a preliminary decision to provide advisory guidance only and is not binding or subject to appeal. You are **NOT** considered an applicant for licensure. A preliminary decision that is unfavorable to you does not prevent you from submitting a complete license application and fees following successful completion of the precicensing requirements. If a preliminary decision is favorable to you, you must still successfully complete the precicensing requirements before applying for a license. If your application for license is received within six months of the preliminary decision, the preliminary decision will be considered together with your application for license.

1. Read the information below.
2. Complete the application form, being sure to answer ALL questions.
3. **Attach** supporting documents, as described below.
4. Submit the application form, supporting documents, and a \$25 nonrefundable fee to:

Mailing Address: DCCA, PVL, Licensing Branch  
P.O. Box 3469  
Honolulu, HI 96801

or

Deliver to office location at:  
335 Merchant St., Room 301  
Honolulu, HI 96813

5. All applications must be reviewed and decided upon by the Real Estate Commission. The Commission meets once each month. The Commission will not review incomplete applications. Therefore, submitting a request without all applicable information and documents as described below will delay processing. If you wish to present oral testimony at the meeting, submit a written request. A courtesy notice with information on the date, time, and location of the meeting will be sent to you.

### Instructions for "Yes" Answers

- A. The following documentation must be provided with your application. The application will not be considered without this material.
  - 1a) If you have applied for, been granted, or held a real estate license in Hawaii or any other jurisdiction, **list** the jurisdiction, license type, and license number in the space provided. Attach a separate page if more space is required.
  - 1b), 1c), 1d), or 1e) These questions refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license, both real estate and those other than real estate. If your answer is "yes" to one or more of these questions, you must **submit** the following:
    - i. A statement signed by you explaining the circumstances;
    - ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents;
    - iii. A resume of any employment, business activities, and education since the date of the action; and
    - iv. You may also include statements from employers, business associates, clients, and others who can attest to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.
  - 2) If your application indicates a criminal conviction, you must **submit** the following:
    - i. A statement signed by you explaining the circumstances leading to the conviction and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended;
    - ii. A copy of the court order, verdict, and terms of sentence; written proof of completion and/or compliance with applicable terms of sentence, e.g., payment of fine(s) or restitution;

(CONTINUED ON REVERSE SIDE)



- iii. If applicable, a copy of the terms of probation and/or parole and a statement from your probation or parole officer as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing; and
  - iv. Signed statements from employers, business associates, clients, and others who can attest to your business dealings since the conviction, including a statement as to your reputation for or record of competency, honesty, truthfulness, financial integrity, and fair dealing.
- 3) If you have any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you, **submit** the following:
- i. A statement signed by you explaining the circumstances and current status, and if no payment or payment arrangement has been made, the reason;
  - ii. A resume of employment and business activities; and
  - iii. Copies of the court complaint, judgment, documentation of payment arrangements, lien documents, records of any payments, and other relevant documents.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.